

Certificates of Service for a Notice of Hearing

Filing a certificate of service for a hearing can be confusing but if you remember the rules below and follow the procedure, you will not have a problem.

Rules to Remember:

- Link the Certificate of Service of the Notice of Hearing to the original pleading or document which was set for hearing (e.g., Motion to Avoid Lien, Motion for Relief, or the Objection to Claim.)
 - **DO NOT** link the Certificate of Service of Notice of Hearing to the hearing or to an order scheduling the hearing.
1. Under the **Other category**, select **Certificate of Service of Notice of Hearing** and click Next. Do not just pick Certificate of Service, select the Certificate of Service of Notice of Hearing.
 2. Select your client and click Next.
 3. Browse and attach the **Certificate of Service of Notice of Hearing** and click Next.
- Note:** The Notice of Hearing may be uploaded as part of the Certificate of Service or as an attachment during this step.
4. A screen will display asking "Refer to Existing Event(s)?" **Check the box** and click **Next** to continue.
 5. Select the category for the original pleading the hearing has been scheduled for (e.g., Motion to Avoid Lien, Motion for Relief, or an Objection to Claim - you may select more than one category.) and click **Next** to continue.
 6. **Check the box** for the correct event and click **Next** to continue.
 7. **Modify the text** as necessary and click **Next** to finish docketing the event.